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Supply

**MANAGEMENT OF GOVERNMENT
PROPERTY IN POSSESSION
OF THE AIR FORCE**

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This instruction implements AFD 23-1, Requirements and Stockage of Materiel, by prescribing basic policy and responsibilities for managing public property, except real property (land, facilities, and real property installed equipment), under Air Force control. It authorizes and directs commanders to manage government property under their command. It instructs subordinate personnel to responsibly manage and care for Air Force property under their control. This instruction applies to all Air Force military and civilian personnel and individuals required by contract to manage and be responsible for government property, including the Air National Guard and Air Force Reserve. Management of non-appropriated fund (NAF) property is addressed in AFI 34-204, Property Management. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records* and disposed of in accordance with the *Air Force Records Disposition Schedule (RDS)* located at <https://afrims.amc.af.mil>

SUMMARY OF CHANGES

This revision incorporates recent Air Force Specialty Code changes and responsibilities in the Logistics disciplines. In addition, this revision introduces new definitions for both the Accountable Officer and the Responsible Officer; and defines Air Force contractor's responsibilities and roles in managing Air Force property.

Section A—Introduction and Statutory Authority

1. Statutory Authority. Title 10, U.S.C., 9832, authorizes the Secretary of the Air Force to prescribe publications accounting for government property and to assign responsibility for that property. Title 32, U.S.C., 710 identifies the State's responsibilities for managing federal property issued to the National Guard.

Section B—General Property Management Responsibilities Applicable to All Personnel

2. General Property Management Responsibilities. The Air Force's mission makes it imperative that all military and civilian personnel operate and maintain government systems, equipment, supplies, and real property in the best possible condition, in constant readiness, and in the absolute minimum quantities necessary to accomplish assigned tasks.

2.1. The Air Force provides, through property managers, proper allocation, control, use, and safeguarding of property under Air Force control. Property management tenets apply to each individual. Property management responsibilities limit the use of government property to official purposes only.

2.2. Supply discipline is mandatory and essential to conserve, protect, and maintain available government systems, equipment, supplies, and real property for operational requirements. Subordinate commanders are responsible to their commanders for prudent management, control, storage, and cost-effective use of government property under their jurisdiction. Government property includes, but is not limited to, hand tools, operating stocks, individual equipment, administrative supplies and equipment, and bench stock items.

2.3. Property management responsibility includes pecuniary liability for the loss, damage, or destruction of property resulting from negligence, willful misconduct or deliberate unauthorized use.

Section C—Specific Property Management Responsibilities

3. Specific Property Management Responsibilities. DOD and Air Force policy provides for varying levels of responsibility and roles when managing or controlling government property.

3.1. In addition to the general responsibilities applicable to all Air Force personnel, Department of Defense directives establish the following property accountability echelons:

3.1.1. Accountable Officer. An individual appointed by proper authority who maintains item records and/or financial records in connection with Government property, irrespective of whether the property is in his or her possession for use or storage, or is in the possession of others to whom it has been officially entrusted for use or for care and safekeeping.

3.1.2. Responsible Officer. An individual appointed by proper authority to exercise custody, care, and safekeeping over property entrusted to his or her possession or under his or her supervision.

3.1.3. Responsible Person (Property Custodian). An individual issued Government property on the basis of a property receipt.

3.2. The Director of Base Medical Services. Authorizes the loan of convalescent and health maintenance equipment and supplies to individuals being treated in a military medical treatment facility.

3.3. Air Force Contractors. In accordance with DODI 4100.33, *Commercial Activities Program Procedures*, contractors may not function as accountable officers when they would be required to exercise substantive discretionary authority in determining the Government's requirements and controlling Government assets. The responsibilities of the accountable officers as an individual and the position of the accountable officer are not contractible. Contractors can perform functions in support of the accountable officer and functions where they are performing in accordance with criteria defined by the Government. Contractors may function as property custodians as specified by the contract. Estab-

lish the extent of contractor liability in the provisions of the applicable contract's government property clause.

3.4. **Property on Loan to Other Agencies.** The Air Force Materiel Command (AFMC) is the Air Force's executive agent for administering policy and procedures for loan of Air Force property to other than Air Force activities. Custodians of property on loan from the Air Force are legally liable for its proper care, accountability, and prompt return to Air Force accountable records.

4. Roles. Commanders, supervisors, and subordinates:

4.1. Accurately maintain property records to reflect current inventory and condition of property, to include Government Purchase Card (GPC) purchases.

4.2. Ensure all personnel carefully and economically use and safeguard property.

4.3. Provide adequate security, protection, and storage for property.

4.4. Ensure property found on installations, and not accounted for is identified and recorded on property book records.

4.5. Adjust records to reflect all discovered shortages and make adjustments according to prescribed directives.

4.6. Make recommendations to accountable officers for the prevention and correction of Fraud, Waste, and Abuse activity.

4.7. Appoint accountable officers, and if an accountable officer is absent, installation commanders determine when re-appointment is necessary.

4.8. Adhere to all Air Force and Department of Defense policies concerning acquisition of specific Classes of Supply. For materiel ordered through base medical supply, use the Medical Logistics (MEDLOG) or Defense Medical Logistics Standard Support (DMLSS) System.

5. Accountable Officer Responsibilities for Management of Government Property. An accountable officer is one who is officially designated and imposed by law, lawful order, or regulation with the duty to maintain accurate records of property and/or documents.

5.1. Responsible wing or group commanders (or equivalent) appoint accountable officers. In the Air National Guard, the United States Property and Fiscal Officers (USPFO) are the primary accountable officers in accordance with Title 32 U.S.C 708. They are nominated by the Governor of each state and territory, Puerto Rico, or the commanding general of the National Guard of the District of Columbia, and appointed by the Secretaries of the Army and the Air Force. They and their duly appointed assistant USPFOs for Property are responsible for receiving and accounting for all government property in possession of the Air National Guard. All other provisions of this AFI, as it pertains to accountability and management of government property apply to the Air National Guard.

5.2. Accountable Officers place specific emphasis on:

5.2.1. Timely and accurately recording property transactions and maintaining all appropriate records.

5.2.2. Performing inventories of accountable property under their purview at periods prescribed in applicable directives.

5.2.3. Identifying the proper urgency and validity of requests for material in accordance with DoD 4140.1R, *Uniform Military Movement and Issue Priority System (UMMIPS)*.

5.2.4. Properly identifying, reporting, and determining correct disposition of unserviceable, reparable, or excess property.

5.2.5. Validating the accuracy of accountable records and the validity of property locations.

5.2.6. Providing effective management, direction, and controls for committing or obligating public funds.

5.2.7. Providing guidance and training on accountability standards to responsible officers, custodians, and other personnel, as required.

5.2.8. Providing guidance on required contingency location closure actions under their purview.

6. Responsible Officer Responsibilities for Management of Government Property. A responsible officer is one who is officially designated and imposed by law, lawful order, or regulation with the duty to exercise custody, care, and safekeeping over property entrusted to his or her possession, or under his or her supervision.

6.1. Responsible wing, group, or squadron commanders (or equivalent) appoint responsible officers.

6.2. Responsible officers place specific emphasis on:

6.2.1. Manual and/or automated tracking and recording of transactions affecting classes of supply under their functional control.

6.2.2. The expeditious reporting of automated and/or manual property book adjustments to the designated accountable officer.

6.2.3. Timely identifying, reporting, and disposition of serviceable, unserviceable, reparable, and excess materiel.

6.2.4. Maintenance and security of auditable and/or accountable documents.

6.2.5. Initiating Reports of Survey.

6.2.6. Management of contingency location closure actions affecting their respective Classes of Supply.

7. Responsible Person (Property Custodian) Responsibilities for Management of Government Property. A property custodian is any person designated by the organization commander or chief of staff agency to have custodial responsibility for government property in their possession.

7.1. Responsible Persons (Property Custodians) place specific emphasis on:

7.1.1. Planning and forecasting requirements to meet mission goals.

7.1.2. Preparing and forwarding materiel requests to the proper agency or individuals.

7.1.3. Signing custody receipts or listings for property charged to their organization.

7.1.4. Reporting losses or irregularities relating to property to immediate commanders, accountable officers, and/or responsible officers.

7.1.5. Taking action to reconcile and correct property records.

7.1.6. Reporting unusual purchase patterns to commanders.

7.2. Personnel having custodial responsibility may incur pecuniary liability for the loss, destruction, or damage to property caused by willful misconduct, deliberate unauthorized use, or negligence in the use, care, custody, or safeguard of the property from causes other than normal wear and tear.

7.3. Provide evidence of responsibility for management of government property at designated levels of command by:

7.3.1. Properly documented and itemized physical inventories taken at required intervals.

7.3.2. Maintaining a copy of each document or computer record that confirms acquisition or movement of property.

7.3.3. Maintaining certificates of transfer between responsible/accountable personnel.

8. Relief From Custodial Responsibility. Commanders provide relief from custodial responsibility with:

8.1. Documents or computer records showing turn-in or transfer of items to another custodian.

8.2. Approved reports that provide for disposition of, or relief from responsibility for items that have become unusable due to damage, loss, deterioration, obsolescence, or destruction.

8.3. Approved inventory adjustments, or a prescribed document to adjust losses incidental to normal operations.

DONALD J. WETEKAM,
Lieutenant General, USAF
DCS/Installation and Logistics

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Title 10, United States Code, Armed Forces, Section 9832, *Property Accountability*

Title 32, United States Code, Armed Forces, Section 708, *Property and Fiscal Officers*

Title 32, United States Code, Armed Forces, Section 710, *Accountability for Property Issued to the National Guard*

DODI 4100.33, *Commercial Activities Program Procedures*

DOD 4140.1R, *Uniform Military Movement and Issue Priority System*

AFPD 23-1, *Requirements and Stockage of Materiel*

AFI 21-201, *Management and Maintenance of Non-Nuclear Munitions*

AFI 21-204, *Nuclear Weapons Procedures*

AFI 34-204, *Property Management*

AFMAN 37-123, *Management of Records*

NGR 130-6/ANGI 36-2

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMC—Air Force Materiel Command

AFSC—Air Force Specialty Code

AFSVA—Air Force Services Agency

ANG—Air National Guard

DESC—Defense Energy Support Center

DMLSS—Defense Medical Logistics Standard Support

DOD—Department of Defense

DWCF—Defense Working Capital Fund

ELRS—Expeditionary Logistics Readiness Squadron

GPC—Government Purchase Card

IMM—Integrated Material Manager

LRO—Logistics Readiness Officer

LRS—Logistics Readiness Squadron

LSC—Logistics Support Center

MAJCOM—Major Command

MASO—Munitions Accountable Supply Officer

NCO—Non-commissioned Officer

MEDLOG—Medical Logistics

NAF—Non-appropriated Funds

PLMC—Petroleum Logistics Management Course

PRP—Personnel Reliability Program

RDS—Records Disposition Schedule

SNCO—Senior Non-commissioned Officer

UMMIPS—Uniform Military Movement and Issue Priority System

USC—United States Code

USPFO—United States Property and Fiscal Officer

Attachment 2

APPOINTMENT QUALIFICATIONS FOR ACCOUNTABLE POSITIONS, BY TYPE

Logistics Readiness Squadron (LRS) (FB/FE). The LRS commander is the accountable officer for supply system stocks in FB/FE accounts. For ANG units the assistant USP&FO is the accountable officer for ANG FB/FE accounts. Service members in Air Force Specialty Code (AFSC) 21R3/4, or their civilian equivalents when approved by the MAJCOM, may serve as accountable officers for FB/FE accounts. The MAJCOM Director or Deputy Director of Supply/Logistics Readiness (or equivalent) may waive the AFSC or qualification requirements for the accountable position if extenuating circumstances exist.

NOTE: Contractor managed accounts must have a government accountable officer appointed. The government accountable officer can either be the functional area chief, quality assurance evaluator, or other appointed government individual who is qualified in the appropriate AFSC. The government accountable officer may sign for one or all of the different type accounts at a particular location as approved by the MAJCOM.

Satellite Base Supply (FB/FE). Core AFSC 21R3/4 or their civilian equivalents, or fully qualified Senior Noncommissioned Officers (SNCO), AFSC 2S000/90/71, may be appointed when approved by the MAJCOM. The MAJCOM Director or Deputy Director of Supply/Logistics Readiness (or equivalent) may waive the AFSC or qualification requirements for the accountable position if extenuating circumstances exist. **NOTE:** Contractor managed accounts must have a government accountable officer appointed. The government accountable officer can either be the functional area chief, quality assurance evaluator, or other appointed government individual who is qualified in the appropriate AFSC. The government accountable officer may sign for one or all of the different type accounts at a particular location as approved by the MAJCOM.

Contingency Supply Accounts (FB/FE). Regional Supply Squadron (RSS) or Logistics Support Center (LSC) commanders function as the accountable officer and appoint qualified responsible officers for supply system stocks in the FB/FE accounts. Responsible officers will be the senior core AFSC 21R3/4 logistics readiness officers, or senior noncommissioned officers in AFSC 2S000/90/71 (i.e. Expeditionary LRS commander or ranking LRO as appropriate). The commander of the RSS or LSC may waive the AFSC or qualification requirements for the responsible officer position of FB/FE accounts if extenuating circumstances exist.

Depot Supply (FD). Core AFSC 21R4 officer or permanent civil servant in grade GS-11 or higher.

Munitions Supply (FK/FV). For conventional munitions accounts, individual must be a munitions, missile, and space maintenance officer (AFSC 21MX), aircraft maintenance officer (AFSC 21AX), munitions senior NCO (AFSC 2W0XX), or civilian equivalent (GS-9 or above). For ANG conventional munitions accounts, individual must be a maintenance officer (AFSC 21AX) or senior NCO (AFSCs 2AXXX or 2W0XX). Refer to AFI 21-201, *Management and Maintenance of Non-Nuclear Munitions*, for specific experience/training requirements. For nuclear munitions accounts, individual must be a munitions, missile, and space maintenance officer (21MX), or qualified permanent civil servant in the grade of

GS-11 or higher. He or she must possess the appropriate security clearance, be certified under the Personnel Reliability Program (PRP), and be a U.S. citizen. Refer to AFI 21-204, *Nuclear Weapons Procedures*, for additional requirements. **NOTE:** Contractor managed accounts must have a government accountable officer appointed. The government accountable officer can either be the functional area chief, quality assurance evaluator, or other appointed government individual who is qualified in the appropriate AFSC. Commanders may appoint alternate MASOs at their discretion for both conventional and nuclear accounts.

Base Fuels/Satellite (FP). The Defense Energy Support Center (DESC), is the DoD Integrated Material Manager (IMM) and the DoD Executive Agent for Defense Working Capital Funds' (DWCF) owned Class III Bulk petroleum products. DESC-R is the accountable office/officer for FP accounts. Correspondingly, the responsible officer, is a government employee who is a U.S. citizen (military or civilian) appointed by proper authority to exercise care, custody, and safe-keeping of Government property. In accordance with DESC-DC-P-7 (DESC-DC-P-7 supersedes DoD 4140.25M Chapter 10, Section B guidance regarding appointment and responsibilities for responsible officers) any AFSC 21R3/4 officer upon completion of Logistics Readiness Officer technical training; GS-9 equivalent civilians, or senior NCOs with AFSC 2F000/91/71 may be the fuels responsible officer. AFSC 21R3/4 officers, GS-9 equivalent civilians (or higher) or senior NCOs with AFSC 2F000/91/71 must also meet training requirements for responsible officers as indicated in DESC-DC-P-7. Additionally, NCOs and civilians must attend the Petroleum Logistics Management Course (PLMC); 21R3/4 officers should attend PLMC after one year as an active LRO; At locations with less than 30 personnel, a 2F071 NCO, or equivalent civilian, may serve as the responsible officer with the concurrence of the MAJCOM Fuels Management Division. They must attend PLMC and complete DESC responsible officer training. Exceptions to the minimum grade level may be waived by DESC-FI on a case-by-case basis for small fuels accounts where the minimum grade level requirements cannot be met by an otherwise qualified person.

Base Civil Engineer (FC). AFSC 21R3/4, or 32X3/4 officer. If an officer is not available, AFSC 2S071/90/00, 3EX7X/90/00, or civilian equivalent filling the position of Chief of Logistics, Chief or Superintendent of Operations, may serve. Accountable officers should attend the Logistics Management Course, MGT 438, at the Air Force Institute of Technology, Civil Engineering and Services School.

Medical Supply (FM). The base Medical Treatment Facility commander will appoint a Medical Service Corps officer, AFSC 41AX, as accountable Base Medical Supply officer. If an officer is not assigned to the Medical Logistics Flight, the MAJCOM, in coordination with the Chief, Medical Logistics Division, Air Force Medical Support Agency, may waive appointment of a civilian equivalent in the grade of GS-11 or higher, or a fully qualified SNCO (AFSC 4A1XX). For ANG units the assistant USP&FO serves as the accountable Medical Supply officer.

Weapon Systems Account (FW). Any AFSC 21R3/4 officer or civilian equivalent can be the weapons accountable officer.

Services (FT). AFSC 34M3/4 officer or civilian equivalent. If a qualified officer or civilian is not available, a MSgt, SMSgt, or CMSgt AFSC may be assigned upon approval of HQ AFSVA/SVOHF. **NOTE:** Contractor managed accounts must have a government accountable officer appointed. The government accountable officer can either be the functional area chief, quality assurance evaluator, or other appointed government individual who is qualified in the appropriate AFSC.

Base Library (FL). The organization commander appoints a professional librarian as the accountable property agent for all library materiel and services. The Services commander or division chief, or the commander of a specialized organization with a library of information center appoints an interim accountable property agent during periods when there isn't an assigned librarian.

Services Squadron/Division (FF). The Services Commander/Division Chief (AFSC 34MX or civilian equivalent) is the accountable officer for FF accounts. **NOTE:** Contractor managed accounts must have a government accountable officer appointed. The government accountable officer can either be the functional area chief, quality assurance evaluator, or other appointed government individual who is qualified in the appropriate AFSC.

Miscellaneous Accounts (FX). NO AFSC restriction. **NOTE:** Contractor managed accounts must have a government accountable officer appointed. The government accountable officer can either be the functional area chief, quality assurance evaluator, or other appointed government individual who is qualified in the appropriate AFSC. The government accountable officer may sign for one or all of the different type accounts at a particular location as approved by the MAJCOM.

Air Force Real Property Agency/OL Site Managers. Air Force Real Property Agency site managers accept accountable officer duties, responsibility, and liability for all property and inventory transferred to them while that property is pending transfer to other entities upon closure, deactivation, or base realignment. For ANG units, the Assistant USPFO for Air (Real Property) will assume accountability.